TARIFF POLICY

OFF

RICHTERSVELD MUNICIPALITY

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TARRIF POLICY

PART 1: GENERAL INTRODUCTION AND OBJECTIVE

A tariff policy must be compiled, adopted and implemented in terms of Section 74 of the Local Government:

Municipal Systems act 2000, such policy to cover, among other things, the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements.

The tariff policy has been compiled taking into account, where applicable, the guidelines set out in Section 74 (see part 9 of this policy).

In setting its annual tariffs the council shall at all times take due cognisance of the tariffs applicable elsewhere in the economic region, and of the impact which its own tariffs may have on local economic development.

PART 2: GENERAL PRINCIPALES

Service tariffs imposed by the local municipality shall be viewed as user charges and shall not be viewed as taxes, and therefore the ability of the relevant consumer or user of the services to which such tariffs relate, shall not be considered as a relevant criterion (except in case of the indigent relief measures approved by the municipality from time to time).

The municipality shall ensure that its tariffs are uniformly and fairly applied throughout the municipal region.

Tariffs for the four major services rendered by the municipality, namely:

- electricity
- water
- sewerage (waste water)
- refuse removal (solid waste)

shall as far as possible recover the expenses associated with the rendering of each service concerned. The tariff, which a particular consumer or user pays shall therefore be directly related to the standard of service, received and the quantity of the particular service used or consumed.

The municipality shall, as far as circumstances reasonably permit, ensure that the tariffs levied in respect of the foregoing services further generate an operating surplus each financial year

of 10% or such lesser percentage as the council of the municipality may determine at the time that the annual operating budget is approved. Such surpluses shall be applied in relief of property rates and for the partial financing of general services or for the future capital expansion of the service concerned, or both. The modesty of such surplus shall prevent the service tariffs concerned from being viewed as concealed taxes.

The municipality shall develop, approve and at least annually review an indigent support programme for the municipal area. This program shall set out clearly the municipality's cost recovery policy in respect of the tariffs, which it levies on registered indigents, and the implications of such policy for the tariffs, which it imposes on other users and consumers in the municipal region.

In line with the principles embodied in the Constitution and in other legislation pertaining to local government, the municipality may differentiate between different categories of users and consumers in regard to the tariffs, which it levies. Such differentiation shall, however, at all times be reasonable, and shall be fully disclosed in each annual budget.

The municipality's tariff policy shall be transparent, and the extent to which there is cross-subsidisation between categories of consumers or users shall be evident to all consumers or users of the service in question.

The municipality further undertakes to ensure that its tariffs shall be easily explainable and understood by all consumers and users affected by the tariff policy concerned.

The municipality also undertakes to render its services cost effectively in order to ensure the best possible cost of service delivery.

In case of directly measurable services, namely electricity and water, the municipality shall properly meter the consumption of such services, and meters shall be read, whether circumstances reasonably permits, on a monthly basis. The charges levied on consumers shall be proportionate to the quantity of the service, which they consume.

In addition, the municipality shall levy monthly availability charges for the services concerned, and these charges shall be fixed for each type of property as determined in accordance with the detailed policies set out below. Generally, consumers of water and electricity shall therefore pay two charges: one, relatively minor, which is unrelated to the volume of consumption and levied because of the availability of the service concerned; and another directly related to the consumption of the service in question.

In considering the costing of its water, electricity and sewerage services, the municipality shall take due cognisance of the high capital cost of establishing and expanding such services, and of the resultant high fixed costs, as opposed to variable costs of operating these services. The municipality therefore undertakes no plan to the management and expansion of the services carefully in order to ensure that both current and reasonable expected future demands are

adequately catered for, and that demand levels which fluctuate significantly over shorter periods are also met. This may mean that the services operate at less than full capacity at various periods, and the cost of such surplus capacity must also be covered in the tariffs, which are annually levied.

In adopting what is fundamentally a two part tariff structure, namely a fixed availability charge coupled with a charge based on consumption, the municipality believes that it is properly attending to the demands which both future expansion and variable demand cycles and other fluctuations will make on service delivery.

It is therefore accepted that part of the municipality's tariff policy for electricity services will be to ensure that those consumers who are mainly responsible for peak demand, and therefore for the incurring by the municipality of the associated demand charges from Eskom, will have to bear the costs associated with these charges. To this end the municipality shall therefore install demand meters to measure the maximum demand of such consumers during certain periods. Such consumers shall therefore pay the relevant demand charge as well as a service charge directly related to the annual consumption of electricity during the relevant metering period.

PART 3: CALCULATION OF TARIFFS FOR MAJOR SERVICES

In order to determine the tariffs, which must be charged for the supply of the four major services, the municipality shall identify all the costs of operation of the undertaking concerned, including specifically the following:

- Cost of bulk purchases in the case of water and electricity.
- Distribution costs.
- Distribution losses in the case of electricity and water.
- Depreciation expenses.
- Maintenance of infrastructure and other fixed assets.
- Administration and service costs, including:

- Service charges levied by other departments such as finance, human resources and legal services;
- Reasonable general overheads, such as the costs associated with the office of the municipal manager;
- Adequate contributions to the provisions for bad debts and obsolescence of stock;
- All other ordinary operating expenses associated with the service concerned including, in the case of the electricity service, the cost of providing street lightning in the municipal

area (note: the costs of the democratic process in the municipality – shall form part of the expenses to be financed from property rates and general revenues, and shall not be included in the costing of the major services of the municipality.

- The intended surplus to be generated for the financial year, such surplus to be applied:
  *as an appropriation to capita reserves; and/or
  *generally in relief of rates and general services.

- The cost of approved indigent relief measures.

The municipality shall provide the first 50kWh of electricity per month and the first 6 kl of water per month free of charge to consumers who have registered as indigents in terms of the municipality's indigent relieve programme. The municipality shall further consider relief in respect of tariffs for sewerage and refuse removal for such registered indigents to the extent that the council deems such relief affordable in terms of each annual budget, but on the understanding that such relief shall not be less than a discount of 50% on the monthly amount billed for the service concerned.

Because water is a scarce national resource, and this municipality is committed to the prudent conservation of such resources, the tariff levied for domestic consumption of water shall escalate according to the volume of water consumed. The tariff for domestic consumption shall be based on monthly consumption of up to 6 kl (for non-indigents), more than 6 kl but not more than 20 kl, more than 20 kl Tariffs. For non-domestic consumption it shall be based on a monthly consumption up to 2 kl and more than 2 kl per kl consumed, irrespective of the volume of consumption concerned.

Tariffs for pre-paid meters shall be the same as the ordinary consumption tariffs levied on the category of consumer concerned, but no availability charge shall be levied on properties where pre-paid meters have been installed. The distinction is made in recognition of the financial advantages which pre-paid metering entails for the service in question.

PART 4: ELECTRICITY

The various categories of electricity consumers, as set out below, shall be charged at applicable tariffs, as approved by the council in each annual budget.

Tariffs adjustments shall be effective from 1 July each year or as soon as possible thereafter.

Categories of consumption and charges shall be as follows:

- With the single exception of registered indigents, all electricity consumers shall be billed for their electricity consumption at the tariff applicable to the category in which the particular consume falls.

- The tariff for domestic consumption of electricity shall not exceed 75% per kWh of the tariff applicable to other consumers. All other consumer, including businesses, industries and institutional consumers shall pay the same tariff per kWh.
- All domestic electricity consumers of the municipality who are registered, as indigents with the municipality shall receive free the first 50kWh (fifty) of electricity consumed per month.
- All domestic electricity consumers other than registered indigents and consumers using pre-paid meters per month shall additionally be billed a basic charge per meter installed.
- All commercial, industrial and other non-domestic properties shall additionally be billed a monthly basic charge per meter installed and, where applicable, a demand charge appropriate to their respective levels of consumption.
- The local municipality's departmental electricity consumption shall be charged at cost.

PART 5: WATER

The categories of water consumers as set out below shall be charged at the applicable tariffs, as approved by the council in each annual budget.

Tariff adjustments shall be effective from 1 July each year.

Categories of consumption and charges shall be:

- All domestic water consumers registered as indigents with the municipality shall receive free the first 6 (six) kl of water consumed per month. Thereafter a stepped tariff per kl as determined by the council from time to time shall be applicable on metered water consumption, as set out in Part 3 of this policy.

- All other domestic consumers shall be charged for actual water consumption at a stepped tariff per kl as determined by the council from time to time, and as set out in Part 3 of this policy.

- The tariff applicable to domestic consumption of water shall not exceed 75% per kl of the tariff applicable to other consumers. All other consumers, including businesses, industries and institutional consumers shall pay the same single tariff per kl, irrespective of the volume of water consumed.

- A basic charge per water meter, as determined by the council from time to time, shall be charged on all water consumers, expect registered indigents and consumers using prepaid meters.

- The local municipality's departmental water consumption shall be charged at cost.

PART 6: REFUSE REMOVAL

The categories of refuse removal users, as set out below shall be charges at the applicable tariffs, as approved by the council in each annual budget.

Tariff adjustments shall be effective from 1 July each year.

A separate fixed monthly refuse removal charge shall apply to each of the following categories of users, based on the costs of the service concerned:

- Domestic and other users (once weekly removal)
- Business and other users (twice weekly removal)
- Business and other users (thrice weekly removal)
- Business and other (bulk consumers)

Registered indigents may receive such discount on this charge as the council deems affordable when approving each annual budget, but on the understanding that such discount shall not be less than 50% of the monthly amount billed as a refuse removal charge.

A fixed monthly charge shall be charged to the local municipality's departments equal to the lowest (domestic) tariff.

PART 7: SEWERAGE

The categories of sewerage users as set out below shall be charged per month at the applicable tariff as approved by the council in each annual budget.

Tariff adjustments will be effective from 1 July each year.

Categories of usage and charges shall be:

- A basic (availability) charge per month shall be charged for undeveloped erven, irrespective of their permitted or intended use.
- A fixed monthly charge based on the costs of the service shall be charged for bucket removal for domestic users. Registered indigents may receive such discount on this charge as the council deems affordable when approving each annual budget, but on the understanding that such discount shall not be less than 50% of the monthly amount billed for this service.
- A fixed monthly charge based on the costs of the service shall be charge for domestic users. Registered indigents my receive such discount on this charge as the council deems affordable when approving each annual budget, but on the understanding that such discount shall not be less than 50% of the monthly charge billed for this service.
- A fixed monthly charge based on the costs of the service per sewer point/toilet shall be charged to all businesses, industries and institutional users.

- A fixed monthly charge per sewer point/toilet shall be charged to the local municipality's departments equal to the lowest (domestic) tariff.
- An effluent fee shall further be payable by factories and other industrial users where the waste water emanating from such users requires special purification measures by the municipality. Such fees shall be based on the toxic content of the wastewater concerned and the costs of the purification.

PART 8: MINOR TARIFFS

All minor tariffs shall be standardised within the municipal region.

All minor tariffs shall be approved by the council in each annual budget, and shall, when deemed appropriate by the council, be subsidised by property rates and general revenues, particularly when the tariffs will prove uneconomical when charged to cover the cost of the service concerned, or when the cost cannot accurately be determined, or when the tariff is designed purely to regulate rather than finance the use of the particular service amenity.

All minor tariffs over which the municipality has full control, and which are not directly related to the cost of a particular service, shall annually be adjusted at least in line with the prevailing consumer price index, unless there are compelling reasons why such adjustment should not be affected.

The following services shall be considered as subsidised services, and the tariffs levied shall cover 50% or as near as possible to 50% of the annual operating expenses budgeted for the service concerned:

- burials and cemeteries
- rentals for the use of municipal sports facilities

The following services shall be considered as community services, and no tariff shall be levied for their use:

- municipal museum and art gallery
- disposal of garden refuse at the municipality tip site
- municipal reference library
- municipal lending library (except for fines set out below)
- municipal botanical garden, and all other parks and open spaces.

The following services shall be considered as economic services, and the tariffs levied shall cover 100% or as near as possible to 100% of the budgeted annual operating expenses of the service concerned:

- maintenance of graves and garden of remembrance (cremations)
- housing rentals

- rentals for the use of municipal halls and other premises (subject to the provision set out below)
- building plan fees
- sales of plastic refuse bag
- sales of refuse bins
- cleaning of stands
- electricity, water, sewerage: new connexion fees
- sales of livestock and plants
- Photostat copies and fees
- clearance certificates
- caravan park and chalets

The following charges and tariffs shall be considered as regulatory or punitive, and shall be determined as appropriate in each annual budget:

- fines for lost or overdue library books
- advertising sign fees
- pound fees
- electricity, water: disconnection and reconnection fees
- penalty and other charges imposed in terms of the approved policy on credit control and debt collection
- penalty charges for the submission of dishonoured, stale, post-dated or otherwise unacceptable cheques.

Market-related rentals shall be levied for the lease of municipal properties.

In the case of rentals for the use of municipal halls and premises, if the municipal manager is satisfied that the halls or premises are required for non-profit making purposes and for the provision of a service to the community, the municipal manager may waive 50% of the acceptable rental.

The municipal manager shall determine whether an indemnity or guarantee must in each instance be lodged for the rental of municipal hall, premises and sport fields, and in so determining shall be guided by the likelihood of the municipality's sustaining damages as a result of the use of the facilities concerned.

PART 9: ANNEXURE: LEGAL REQUIREMENTS

SECTION 1: WATER SERVICES ACT NO. 108 OF 1997

SECTION 10: NORMS AND STANDARDS FOR TARIFFS

A municipality, in its capacity as a water service institution, must apply a tariff for water service which is not substantially different from any norms and standards which the Minister of Water Affairs and Forestry, with the concurrence of the Minister of Finance, has prescribed in terms of the present Act.

SECTION 21: BY-LAWS

A municipality, in its capacity as water services authority, must make by-laws which contain conditions for the provision of water services, and which provide for at least the following (inter-alia):

- the standard of the services;
- the technical conditions of supply, including quality standards, units or standards of measurement, the verification of meters, acceptable limits of error and procedures for the arbitration and disputes relating to the measurement of water services provided;
- the determination and structures of tariffs in accordance with Section 10 of the present Act.

If the municipality in its capacity as water services authority, has imposed conditions under which water services are provided, such conditions must be accessible to consumers and potential consumers.

If the municipality in its capacity as water services authority, provides water for industrial use, or control a system through which industrial effluent is disposed of, it must make by-laws providing for at least the following:

- the standards of the service;
- the technical conditions of provision and disposal;
- the determination and structure of tariffs.

SECTION II: LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT NO.32 OF 2000 SECTION 74: TARIFF POLICY

The council of a municipality must adopt and implement a tariff policy on the levying of fees for the services provided by the municipality itself or by way of service delivery agreements.

Such policy must comply with the provisions of the present Act and any other applicable legislation.

Such tariff policy must reflect at least the following principles:

- that users of municipal services must be treated equitably in the application of the municipality's tariffs;
- that the amount individual users pay for services must generally be in proportion to the use of such services;

- that poor households must have access to at least basic services through tariffs which cover only operating and maintenance costs, special tariffs or lifeline tariffs for low levels of use or consumptions of services or for basic levels of services, or any other direct or indirect method of subsidisation of tariffs for poor households;
- that tariffs must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement cost, and interest charges;
- that tariff must be set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned;
- that provision may be made in appropriate circumstances for a surcharge on the tariff for a service;
- that provision may be made for the promotion of local economic development through special tariffs

for categories of commercial and industrial users; - that the economic, efficient and effective use of resources, the recycling of waste, and other

appropriate environmental objectives must be encouraged; - that the extent of subsidisation of tariffs for poor household and other categories of users must be fully disclosed.

The tariff policy must differentiate in respect of services, service standards, service providers and other matters between different categories of users, debtors or geographical areas.

If the policy entails such differentiation, the municipality must ensure that this does not amount to unfair discrimination.

SECTION 73: GENERAL DUTY

The municipality must give effect to the provisions of the Constitution, and in doing so give priority to the basic needs of the local community, promote the development of the local community, and ensure that all members of the local community have access to at least the minimum level of basic municipal services.

The services provided by the municipality must be: equitable and accessible; provided in a manner productive to the prudent, -economic, efficient and effective use of available resources, and the improvement of standards of quality over time; financially sustainable; environmentally sustainable; and regularly reviewed with to upgrading, extension and improvement.

SECTION 75: BY-LAWS TO GIVE EFFECT TO POLICY

The council of the municipality must adopt by-laws to give effect to the implementation and enforcement of its tariff policy.

Such by-laws may differentiate in respect of services, service standards, service providers and other matter between different categories of users, debtors or geographical areas, but in a manner, which does not amount to unfair discrimination.

Final Annual Budget 2017/2018
RVN012/05/2017

Background:

Attached please find the annual budget of Richtersveld Local Municipality 2017/2018 to 2019//2020 medium term revenue and expenditure forecasts.

1. The Council of Richtersveld Local Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) must approve and adopt:

    1.1. The final budget of the municipality for the financial year 2017/2018 and the multi-year and single-year capital appropriations as set out in the following tables:

        1.1.1. Budgeted Financial Performance (revenue and expenditure by standard classification) as contained in Table A2A;
        1.1.2. Budgeted Financial Performance (revenue and expenditure by municipal vote) as contained in Table A3 ;
        1.1.3. Budgeted Financial Performance (revenue by source and expenditure by type) as contained in Table A4; and
        1.1.4. Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source as contained in Table A5-Capex.

    1.2. The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:

        1.2.1. Budgeted Financial Position as contained in Table A6;
        1.2.2. Budgeted Cash Flows as contained in Table A7;
        1.2.3. Cash backed reserves and accumulated surplus reconciliation as contained in Table A8; and
        1.2.4. Asset management as contained in Table A9.

2. The Council of Richtersveld Local Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000):

2.1 Must review budget related policies as prescribed. The Municipality is planning a workshop for the first week in June 2017 to address these policies.

3. The Council of Richtersveld Local Municipality, acting in terms of 75A of the Local Government Municipal Systems Act (Act 32 of 2000) approves the tariffs for all services, as set out in Annexures attached.

4. To give proper effect to the Municipality's annual budget, the Council of Richtersveld Local Municipality approves:

    4.1 That cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of the municipality's funding and reserves policy as prescribed by section 8 of the Municipal Budget and Reporting Regulations.

Recommendation

1. The Council of Richtersveld Local Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) must approve and adopt:

    a. The final budget of the municipality for the financial year 2017/2018 and the multi-year and single-year capital appropriations as set out in the following tables:

i. Budgeted Financial Performance (revenue and expenditure by standard classification) as contained in Table A2A;
ii. Budgeted Financial Performance (revenue and expenditure by municipal vote) as contained in Table A3 ;
iii. Budgeted Financial Performance (revenue by source and expenditure by type) as contained in Table A4; and
iv. Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source as contained in Table A5-Capex.

    b. The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:

i. Budgeted Financial Position as contained in Table A6;
ii. Budgeted Cash Flows as contained in Table A7;
iii. Cash backed reserves and accumulated surplus reconciliation as contained in Table A8; and
iv. Asset management as contained in Table A9.

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4. To give proper effect to the Municipality's annual budget, the Council of Richtersveld Local Municipality approves:

4.1 That cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of the municipality's funding and reserves policy as prescribed by section 8 of the Municipal Budget and Reporting Regulations.